



# Office of the City Clerk

Weekly Report – for Week Ending February 3, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

The City Clerk and Executive Officer, in collaboration with ITA and Channel 35, created a commercial that will run periodically on Channel 35 to introduce Alexa, Amazon's Echo device that can now be used to "Ask LA City" about information on City Council meetings and featured events happening in LA neighborhoods.

### Elections

The Voter Information Pamphlets (VIPs) for the March 7, 2017 Primary Nominating Election were mailed out this week. Mailing of non-English VIPs will begin next week.

The Electronic Voter Guides were e-mailed on February 1, 2017. Registered voters now have the option of requesting electronic copies instead of the traditional paper booklets and staff continues to promote this green option in its outreach materials. Approximately, 18,000 voters in the City have signed up for electronic delivery saving printing and mailing costs.

Staff attended eight outreach events over the last 10 days and plan to conduct 121 classroom presentations February 13-16.

Staff has secured 634 polling places representing 46% of the total needed for the May 16, 2017 General Municipal Election.

### Neighborhood and Business Improvement Districts

On February 1, 2017, the City Council adopted the 2017 Annual Planning Reports for the Melrose, Studio City, North Hollywood, Highland Park, Central Avenue Historic, Sunset and Vine, Tarzana, and Business Improvement Districts.

On February 3, 2017, the City Council adopted the 2017 Annual Planning Reports for the Gateway to LA, Sherman Oaks, and Westchester Town Center Business Improvement Districts.

### Records Management

The City Archives provided research assistance and loaned items to the 10th Council District for the "Black History Month" display in City Hall. A researcher investigated the history of the Employee Relations Board.

### Systems

Staff is collaborating with the Information Technology Agency on developing a citywide California Public Request Act (CPRA) system. The system will have the capability to route public request to the correct department, track requests, and standardize request fulfillment tools on emails and files discovery.



# Office of the City Clerk

Weekly Report – for Week Ending February 3, 2017

## **Neighborhood Council (NC) Funding Program**

The City Clerk began attending Neighborhood Council Alliance and Coalition meetings with the General Manager of Empower LA/DONE to discuss the City Clerk's role in Neighborhood Council Elections and the NC Funding Program. Holly Wolcott attended the Harbor Alliance of Neighborhood Councils on the evening of February 1, 2017 and will be attending the Los Angeles Neighborhood Council Coalition of Saturday, February 4, 2017.

Per Council Motion, an additional \$5,000 will be deposited into each Neighborhood Council's checking account in February. Neighborhood Councils will be required to submit an updated budget that includes these funds.

## **Issues**

The Early Notification System (ENS) system was not working from Thursday, January 26, 2017 through Monday, January 30, 2017 morning. This affected citywide email subscription services for Council files, agendas, and other documents. ITA and the vendor have resolved the problem as of Monday, January 30, 2017 morning.

## **Upcoming**

The City Council meeting will be held in Van Nuys on Friday, February 3, 2017.